

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

## *“Honoring California’s Veterans”*

*Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans’ home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living. Be a participant in the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.*

**COOK SPECIALIST II**  
**Permanent, Full-Time (1 position)**  
**Position #573-222-2184-929**  
**\$2,659.00 - \$3,233.00**

**Limited Term (12 months), Full-Time (1 position)**  
**Position #573-222-2184-001**  
**\$2,659.00 - \$3,233.00**

**Final File: UNTIL FILLED**

**LOCATION:**  
**Veterans Home of California, Yountville**  
**110 California Drive, Yountville, CA 94599-1414**

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2012 PERSONAL LEAVE PROGRAM.

**Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at <http://www.calvet.ca.gov>, or to view examinations offered by all State departments, please visit the CalHR website at <http://www.jobs.ca.gov>.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

**Duties and Responsibilities:**

Under general supervision of the Supervising Cook I, prepares, cooks, and dispenses food for the residents and employees of a State geriatric facility; cares for culinary equipment, supplies, and work areas; supervises, instructs, and works with other culinary employees and helpers from the resident population; and does other related work. Duties include, but are not limited to:

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

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- Prepares cooks and dispenses food for breakfast, dinner and supper. Serve meals on the line for Main Dining Room Cafeteria as needed.
- Follows cook's work assignment schedule provided by the Supervising Cook I/II.
- Cooks a variety of foods, following standardized recipes and methods of preparation.
- Checks food items for color, appearance and taste to insure that food quality is of the highest standard.
- Participates in testing new recipes for menu adaptation.
- Portions food for Hospital Kitchen and Main Dining Room (MDR) Cafeteria in correct amounts per meal orders. Reads and follows posted menus for regular and modified therapeutic diets.
- Maintains progressive cooking of all food items for MDR and Hospital Kitchen.
- Cleans and maintains culinary utensils, equipment and work areas.
- Follows daily cleaning schedule. Reports repair and maintenance needs to the supervisor.
- Instructs and supervises Cook Specialist I and other culinary workers in food preparation and reports on progress to the supervisor. In the absence of the Supervising Cook I, assumes responsibility of the supervisor. Acts as lead person.
- Takes daily food samples of all food cooked or modified. Takes and records daily food temperatures on all foods that are cooked and prepared. Takes daily refrigerator temperatures.
- Checks food items for color, appearance and taste to insure that food quality is of the highest standard.
- Participates in testing new recipes for menu adaptation. Prepares, cooks and modifies regular food and special diets for the Hospital Kitchen and Main Kitchen.
- Attends group meetings as scheduled and receives instructions from the Assistant Director of Dietetics (Production) and the Supervising Cook I/II. Attends in-service training as related.
- Receives food items during absence of the Stock Clerk/Materials Stores Supervisor Supervising Cook I. Plans work schedules in the absence of the Supervising Cook I as needed.
- Other duties as related.

**Desirable qualifications:**

Strong communication and customer service skills.

Good work ethic.

Able to lift up to 50 pounds.

**How to Apply:**

Visit the CalHR website at: <http://www.jobs.ca.gov>, to download the application. Submit your completed State Application (Std. 678), and resume to: Veterans Home of California, Yountville – 110 California Drive, Yountville, CA 94599-1414, Attn: Human Resources.

**Note:** In the “Explanations” section on Page 1 of the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement, or Training and Development Assignment. Failure to do so could result in being rejected from the interview process. In addition, you must reference position #573-222-2184-929 for full-time, permanent and/or #573-222-2184-001 for limited term, permanent.

**Questions:**

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact Human Resources at (707) 944-4550. CA RELAY SERVICE: (800) 735-2929

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.

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